



The future belongs to those who can look at a challenge...and see an opportunity

Reserve Officer Candidate Indoctrination



Pre-Reporting Guide

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GENERAL INFORMATION

Welcome

Congratulations on your selection for the Reserve Officer Candidate Indoctrination (ROCI) Program. You have successfully undergone close scrutiny and the Coast Guard believes that you possess the skills and exhibit the qualities that will make you an effective officer. This booklet will help you in arranging your personal affairs in preparation for the ROCI Program and will tell you something of what you can expect.

Who to Contact

If you have any questions about the ROCI Program or encounter any travel problems, you may contact Officer Candidate School (OCS) at:

LT Eric Wescott	(860) 701-6337
Ms. KC Moran	(860) 701-6887
OCS Watch Office	(860) 701-6880



Reporting In

Arrival Time

Reserve Officer Candidates (ROCs) must report to the Coast Guard Academy's Chase Hall, Annex D (Officer Candidate School) by the date and time specified on your orders.

Early Arrivals

We do not encourage early arrivals. However, if you cannot avoid it, you must contact OCS in advance so arrangements can be made.

Records

You must hand-carry original or certified copies of the records listed below to establish the benefits for your dependents and to register your vehicle.

<u>Personal Records (as they apply)</u> <ul style="list-style-type: none">- DD-214 (Discharge Certificate)- Marriage Certificate- Children's Birth Certificate- Child Support Documents- Divorce Decree (member and spouse)- Medical and Dental Records- Shot Records- College Transcripts	<u>Vehicle Records</u> <ul style="list-style-type: none">- Registration- Title- Proof of Insurance
	<div>***** If you are currently on Active Duty with another service, you MUST contact Academy Cadet Administration at (860) 444-8290 for instructions on your discharge. *****</div>

reporting in (continued)

What to Bring

It generally takes several weeks to receive your first paycheck. Plan accordingly to cover initial expenses and meals. You need to have access to approximately \$300 upon arrival (cash, check, and traveler's checks) for these initial expenses and Exchange purchases. An ATM is available on base. Visa, MasterCard are accepted at the Exchange and Uniform Shop. Your pay will be Directly Deposited into your checking or savings account by electric funds transfer. Consequently, be sure to bring a voided personal check.

Uniforms

Uniforms will be issued to Civilians and tailored during the first week of classes. Until you are in uniform, you will be wearing civilian clothes to classes. You may want to bring a light sweater or jacket.

Dress trousers, collared shirts and ties are appropriate for men; dresses, skirts or dress slacks for women. Jeans, t-shirts and athletic/court shoes are not considered appropriate attire for the classroom or the Coast Guard Dining Facility.

If you already have uniforms, you will be expected to be in the proper uniform when you check in.

Breakdown of Expenses

The following list is not all-inclusive. You will have to add more for personal items bought at the Exchange and entertainment money.

Your initial uniform costs will total \$400 - \$600 depending on whether or not you are prior service Coast Guard. This amount must be paid in full at the time of purchase. The Uniform Shop accepts cash, traveler's checks, and most major credit cards. Again, your total output for uniforms and associated items throughout the program will be approximately \$400 to \$600.

Expense	Amount
Uniforms (approx.)	\$350.00
Exchange	\$100.00
Class Dues	\$50.00
Laundry	\$50.00
HPR Clothing	\$60.00

Uniforms

Overview

The uniform is what identifies us as members of the Coast Guard. When we wear it, we are essentially walking advertisements for our service. Accordingly, our appearance must be impeccable at all times. The high standards set during the ROCI Program reflect this need.

Initial Uniform Requirements – All ROCs

The following uniform items will be required during this course of instruction. Drilling reservists must at the minimum have the following:

- Belt, web, black - 2 (recommend nylon)
- Buckle, brass – 2 (recommend 3 or 4)
- Cap, garrison – 2
- Cap, combination - 1
- Coat, Service Dress Blue – 1
- Device, Officer, garrison cap – 1
- Nametag – 2
- Shirt, long sleeve, light blue – 1
- Shirt, short sleeve, light blue – 4
- Shirt, short sleeve, working blue – 3
- Shoes, service, black leather – 1 pair
- Shoulder Boards, enhanced – 1 pair
- Socks, black – 8 pair
- Trenchcoat w/liner – 1
- Trousers, Service Dress Blue – 2 (Women shall purchase 2 pairs of trousers and 1 skirt)
- Trousers, working blue – 3
- Windbreaker – 1

(note: uniform items must be inspection ready or they will be replaced at the ROC's expense.)

Female ROCs

- Crossover Tie, Blue – 2
- Bras, white or beige – 4
- Combo cap cover – (1 must be cotton) – 2
- Handbag – 1
- Hosiery, beige – 2 pair
- Shirt, short sleeve, white – 1
- Shoes, dress pump – 1
- Skirt, dress – 1
- Underwear, white or beige – 8

uniforms (continued)

Male ROCs

Device, Officer Combination Cap - 1
Necktie, blue – 2
Officer Combination Cap w/2 covers (1 cover must be cotton)- - 1
Shirt, long sleeve, white – 1
Tie Bar – 1
Underwear: shirts, v-neck; shorts – 8 each

Additional Items



You will need to bring with you:

- Towels (minimum of 2)
- Bathrobe (optional, conservative in nature)
- Shower shoes
- Swimsuit (one-piece competition type for women: trunks competition type for men, “Speedos” will not be worn), plain dark color or CG issue.
- Swim Goggles
- Athletic shoes – 2 pair
 - Running shoes, white court shoes, non- marking sole in good taste

Personal Appearance

Grooming Standards

All ROCs not meeting the standards in the Uniform Regulations will receive haircuts when they arrive on Saturday. Costs are \$7.00 for a standard haircut and \$8.00 for those persons with long hair. Haircuts are not mandatory; however, they must meet the standards:

MEN: Hair will not touch the collar. Hair must be smoothly tapered from the lower hairline upward. The lower hairline will not be block or square cut. Hair will not touch ears or eyebrows. Bulk of hair will not exceed 1 1/2".

WOMEN: Hair may not touch the bottom edge of the collar. Bulk of hair shall not exceed 2". Exaggerated styles including those with extreme height are not authorized. Hair shall not in any case interfere with wearing of the military headgear.

Mailing Address:

While you are in New London, your mailing address will be:

ROC & Name
ROCI Class 1-03
US Coast Guard Academy
41 Mohegan Ave
New London, CT 06320



Daily Routine

Daily Schedule

0500	Reveille
0510	Calisthenics
0640	Morning Meal
0715	Personnel Inspection
0745-1130	Morning classes
1140	Noon Meal
1245-1630	Afternoon classes
1730	Evening Meal
1815	Military Drill Practice
1900	Cleanups
1930-2130	Study Phase
2130	Tattoo, Secure from Study Phase
2200	Taps

There will be free time each week (MILAP) to take care of personal business such as getting haircuts, using dry cleaners, Exchange, etc.

Weekends

There *will* be weekend classes, as the schedule is quite full throughout.

Meals

Meals are provided at the Coast Guard Dining Facility.

Courses of Study

Courses

ROCI is divided into two sections which make up the academic and military aptitude portions of the curriculum. These sections are:

- Academics
- Leadership and Management (LAM)

ROCI offers an invigorating academic curriculum with an emphasis on Coast Guard administration orientation and leadership training. Subjects offered are related to the tasks expected of a junior officer and are responsive to the needs of the service.

Academic Section

Overview

The Academic Section will provide you with “officer survival skills” and give you a look at the Coast Guard’s many missions. The curriculum shows how the service evolved, where it is now, and where it is headed. It also covers the ins and outs of Coast Guard administration.

Topics (partial)

Coast Guard History	Search and Rescue
Marine Safety	Ranks & Rates
Law Enforcement	CG Organization
Budget & Supply	Military Justice
Career Opportunities	Collateral Duties
Enlisted Evaluations	Enlisted Advancements
Coast Guard Correspondence	Officer Evaluations
Nautical Science Overview	Standard Work Station (computer)



Leadership and Management Section

Overview

The Leadership and Management Section is responsible for two functions:

- 1) Provide Students with a fundamental knowledge of leadership concepts, and
- 2) Develop Students into Coast Guard Officers.

Leadership

Formal lectures, discussions, case studies, and role-play are used to teach ROCs about the fundamentals of leadership. Throughout the program, student receives instruction on topics such as fellowship, honor & ethics, time management, performance, and situational leadership.

Physical Fitness

There will be a structured physical fitness program during the ROCI course. This program includes running, swimming, strength training and daily stretching exercises. There will be a Physical Fitness Assessment Test during week one to determine your fitness level.

PREPARE PHYSICALLY BEFORE YOU ARRIVE!!

If you smoke, you are highly encouraged to quit before you arrive as smoking is prohibited in all Coast Guard buildings.

Physical Education Testing

Two Categories

Testing will be divided into two categories. These will include the following:

- Basic Health & Physical Readiness (HPR) Test
- Swimming Proficiency Test

Basic HPR Test

Part I - Max Sit-ups in two minutes
Max Pull-ups in one minute (Gravitron for females optional)
Standing Long Jump
300 yard Shuttle Run
Timed 1.5 mile run

Part II – Successful Completion of Basic Swim Test (Required for Commissioning)